



Kitsap Public Facilities District

Minutes of the Board of Directors Workshop (Including optional "remote" element)

Wednesday, SEPTEMBER 17, 2025

Attendance:

Board Members Present: Chair Erin Leedham, Vice Chair Patrick Hatchel, Treasurer Walter Draper IV, Director Daron Jagodzinski, Director Phil Havers, Director Shawn Cucciari

Absent: Director Anne Blair

Staff Present: Executive Director Russ Shiplet, Financial Advisor Scott Bauer, Legal Counsel Brian Lawler (Remote), Bond Counsel Marc Greenough (Remote)

1. **Call to Order:** KPFD Chair Leedham called the workshop to order at 11:00 AM.
2. **Public Comment:** No public comment was provided
3. **Welcome, Objectives, and Meeting Agenda Review:**

Chair Leedham discussed the objective of the workshop and reviewed the agenda with the Board to ensure there was a common understand of anticipated outcomes.

4. **Financial Overview & Capacity:**

Financial Advisor Bauer reviewed the District's current financial reserves, long term project obligations (as approved by the Board), annual projects of revenue and capital expenditures through 2056.

5. **Funding Process & Timeline (RFP/Intake Cadence):**

The Board discussed the Request for Proposal (RFP) process that was implemented in 2019. The year 2019 was the last time the District sent out an RFP. The RFP was based on projected District revenue through 2041.

In 2025, WA State HB 1109 was signed into law, allowing state-wide PFDs to continue collecting sales & use tax rebates through 2056.

The District Policy Committee will begin working on streamlined approach to RFPs once revenue and construction expenditures through 2056 are determined. In addition, the Committee will determine project funding processes. All actions taken by the Policy Committee will go before the whole Board for approval before any policy implementations.



6. Current Requests & Pipeline:

The City of Poulsbo request for additional \$2.8M in construction funding, as part of the Poulsbo Events & Recreation Center (PERC) project, was discussed. Capital expenditure projections through 2056, based on the PERC construction cost (including the additional \$2.8M request) were reviewed.

The City of Port Orchard request for the District to issue the construction bond for the Port Orchard Community Events Center (POCEC) project was discussed. Capital expenditure projections based on the District versus the City issuing the bond were discussed. The construction bond total is based on the original ILA construction cost of \$9.21M, as well as the February 28, 2023 Letter of Intent to provide an additional \$6.546M.

Draft Project Funding Policy Walkthrough:

The District's Policy Committee will meet in October 2025 to work on the Project Funding Policy. Policy scope and definitions, due diligence requirements, project evaluation criteria, compliance and reporting requirements will be included. The Project Funding Policy draft will be presented to the entire Board for review, adoption, and implementation at a later date.

7. Decisions, Parking Lot, and Next Steps:

No decisions or motions for approval were made during the workshop. Next steps include the District's Policy Committee meeting in October 2025, and project funding polic(ies) drafts presented to the entire Board at a future date.

8. Meeting Adjournment:

- The Board of Directors workshop adjourned at 1:00 PM.

Next Meeting of the Board:

- **Monday, October 27, 2025 – Norm Dicks Government Center**
- **Port Orchard Community Events Center (POCEC) project update**